



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5750.1J

OPS

07 APR 1997

AIR STATION ORDER 5750.1J

From: Commanding General
To: Distribution List

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO P5750.1G (NOTAL)
(b) AirStaO P5451.6J
(c) OPNAVINST 5510.1H (NOTAL)

Encl: (1) Example Format for Command Chronology

Report Required: Command Chronology (Report Control Symbol
AS-5750-07), par. 8.

1. Purpose. To implement the provisions of reference (a) for reporting the historical experience of the Marine Corps.

2. Cancellation. AirStaO 5750.1H.

3. Information. The Command Chronology is a documented report to the Commandant of the Marine Corps of the significant events of the Marine Corps Air Station, Cherry Point. It includes, or references, basic research material which can be exploited by both Headquarters Marine Corps and other organizations, and provides this Command with a periodic summation of its experiences. It will also be useful for future planning and to orient new personnel.

4. Assignment. The Director of Operations is assigned the additional duty as Command Historian.

5. Scope. Chronologies should provide only a concise review of the highlights of the experiences of each reporting department/section which relate to their missions as assigned in reference (b).

a. Particular attention should be paid to progress made on existing programs; institution of new programs and procedures; important policy decisions made or implemented; experimentation with

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equipment and development of new doctrines; etc. When appropriate, the narration will be supported by statistical data.

b. Major items of equipment must be listed.

c. Chronologies shall be documented. Documentation must include copies of staff studies and estimates; operational and administrative plans and orders; sketches, blueprints, maps, significant periodic reports, newspaper clippings and The Windsock (PAO only); plans for modification of plants or facilities; letters of agreement; significant Air Station Orders and/or other documents considered to be historical in nature.

6. Action. The following Directorates will prepare annual chronologies and forward them to the Command Historian as soon as possible after the reporting period, but not later than 31 January of each year:

a. G-1

b. Facilities Directorate - Copies of information on existing and new historical sites including naming of buildings, streets, etc., must be submitted to the Director of Operations for retention for historical purposes.

c. Station Training - Will maintain recorded interviews, presentations, briefings, etc., in accordance with paragraphs 3005 and 9004.1 and Appendix B of reference (a), to be made a part of the oral history program.

d. Morale, Welfare and Recreation

e. Supply Directorate

f. G-6

g. Joint Public Affairs

h. Station Inspector

i. Staff Judge Advocate

j. Chaplain

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k. Security

1. Safety and Standardization

m. Comptroller

n. Management and Plans

o. Community Plans and Liaison

p. Operations Directorate

q. In addition to the Directorates listed, Station Operations and Engineering Squadron (SOES), Headquarters and Headquarters Squadron (HQHQRON) and the Reserve Support Unit (RSU) will each submit a separate Command Chronology in accordance with reference (a) which will be attached to the Air Station Command Chronology. The format for SOES, HQHQRON and RSU will be precisely with the format in reference (a).

7. Format. It is required that the format be as shown in the enclosure. The content of chronologies will vary with the functions of the reporting organization, but each chronology will be guided by the following:

a. An original and one copy of chronologies are required. The title of the department/section will be centered at the top of the page. Paragraphs shall be numbered 1, 2, 3,

b. Names and ranks of the department heads assigned during the reporting period and their dates of assignment. Names will be first name, middle initial, last name.

c. Sequential listing of significant events, especially as they relate to:

(1) Personnel

(2) Administration

(3) Training

(4) Special projects

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(5) Activation, deactivation and redesignation of units within the organization and the specific dates such action took place.

(6) Community relations

(7) Ceremonies

(8) Modifications to plant and facilities

(9) New programs and changes and/or status of existing programs

(10) Command relations with other military organizations within the immediate areas.

d. Supporting documents will be folded to 8 1/2" x 11" and attached to the narration. Do not place enclosure markings on supporting documents.

8. Frequency. The Command Chronology will be prepared annually as of 31 December and shall be forwarded to G-3 not later than 30 days after the end of the reporting period.

9. Security Classification. Security classification, if required, will be in accordance with reference (c).



M. W. FORBUSH
Chief of Staff

DISTRIBUTION: A

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EXAMPLE FORMAT FOR COMMAND CHRONOLOGY

COMMAND CHRONOLOGY FOR (DEPARTMENT)

1. Unit designation

a. Reporting Unit Code

b. Table of organization number(s)

2. Period covered

3. Personnel Information

a. Director

(Full name and grade)

Inclusive dates

(1 Jan - 31 Dec)

b. Assistant Director

(Full name and grade)

Inclusive dates

c. Principal Staff Members

(Full name and grade)

Inclusive dates

4. Average monthly strength

USMC

USN

CIVILIANS

Officer

Enlisted

Officer

Enlisted

Month - 1

(G-1 ONLY)

Month - 2

Month - 3

Month - 4

(etc)

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5. Equipment: List type and number of major items of equipment assigned, i.e., aircraft, targets, trucks, simulators, etc.

6. Sequential Listing of Significant Events

Example:

18 January 1996	Automated Surface Observation System (ASOS) became operational for digitized weather information.
March 1996	Governor Hunt of North Carolina recognized the Supply Directorate for participating in the "Great American Trash Bash" Highway Cleanup Program.
June 1996	The Commandant of the Marine Corps presented the "Runner-Up Quality Award" for 1996 on Friday, June 9, 1996.

During this reporting period, the Air Traffic Control Facility conducted 165,584 aircraft operations.

ENCLOSURE (1)